

**MOTOR VEHICLE
DISPATCH
GS-2151-04**

TRANSPORTATION

INTRODUCTION:

This position is located in the Public Works Department, Transportation Division, Operations Branch, Naval Air Station, Lemoore, CA. It's purpose is to dispatch a variety of vehicles to meet specific work requirements, issue trip tickets, maintain requirements for time and labor cards and perform related clerical support as required.

MAJOR DUTIES AND RESPONSIBILITIES:

A. 20% Monitors all calls on the radio and transmits information as required to all mobile radio units in the field within the confines of Naval Air Station Lemoore and those that are off-station within the local area. Receives phone calls and written requests (NASLEM 11240/14) for U-drive vehicles for passenger service, freight movement and other miscellaneous transportation requirements. Informs Public Works Trouble Desk of any problems with the operation of the facilities at PWT Bldg. 765.

B. 40% Is responsible for dispatching of all U-drive vehicles and all vehicles utilized by PWT personnel. Must maintain a daily record or a trip by trip record of assignments to customer(s) which is determined by the frequency of issue each day. Issues "C" pool vehicles, if available, to customers requesting a loaner vehicle while their vehicle is out of service for maintenance. Works closely with the Maintenance Clerk and Maintenance Supervisor in scheduling vehicles for preventive maintenance (PM). Incumbent will ensure there are sufficient vehicles to meet all special transportation requirements such as, change of commands, air shows, etc. All U-drive vehicles will be inspected prior to dispatch and also upon return to ensure vehicle has not sustained any damage to the exterior and/or interior. Ensures customer is properly licensed prior to issue of vehicle. Informs Operations Supervisor in writing of any "C" pool/U-drive vehicle(s) which require washing/cleaning for special occasions. Supervisor must have sufficient notice to schedule personnel for cleaning of vehicles. Incumbent may also contact Station Master-At-Arms (MAA) for personnel to clean vehicles.

C. 30% Incumbent must maintain a dispatch log of all vehicle trips off-station and maintain a file of all requests for off-station trips (local area and beyond the 100 mile limitation). Issues daily Trip Tickets as required using computer and inputs all required information into the computer each day to maintain a current record of all vehicle trips and mileage. Records all fuel usage for off-station trips and prepares quarterly fuel report for Comptroller. Maintains computer program(s) within the parameter established for dispatching in accordance with NAVFAC P-300.

D. 10% Is responsible for all timecards and labor sheets for the Transportation Operations Branch. Examines timecards for proper employee identification, fills in the card with the proper job order numbers, hours worked or leave taken, labor codes and other related basic information. Accounts for all time required by tour of duty shown on labor sheets by inserting daily hours where only totals for pay period are shown. Refers to Supervisor for corrections, those records which time and labor clerk is not authorized to correct (e.g., time not accounted for, proper signatures of certifying official missing, and similar kinds of errors or omissions).

KNOWLEDGE REQUIRED:

Must have knowledge of the organizational functions and procedures of the work unit to perform such duties as assigning and dispatching vehicles for the appropriate function to be performed. Knowledge of all transportation codes, types and uses of motor vehicles in accordance with the NAVFAC P-300 and NASLEMINST 11240.1J. Must be able to deal tactfully and courteously with individual customers who use PW Transportation. Must have knowledge of the rules, regulations, instructions and procedures relating to the processing and maintenance of time and labor records related to assigned tasks: ability to complete assigned tasks in accordance with established deadlines with accuracy and neatness.

SUPERVISORY CONTROLS:

The Operations Branch Supervisor provides instructions for new or non-recurring work, priorities or revised procedures. The employee independently performs recurring assignments in accordance with established procedures. Supervisor is available for technical guidance when necessary. Completed work is periodically checked for confirmation and accuracy to deadlines and accepted practices. When work is unusual, it is also checked for adherence to specific instructions provided.

GUIDELINES:

Guidelines applicable to the work have been established and specific guidelines are available for reference purposes as needed. Guidelines include NAVFAC P-300, NASLEMINST 11240.1J. Additional guides such as directives, notices, publications, manuals or technical guides are used for reference. The employee uses judgement in locating, selecting and applying the most appropriate authorized alternative among the various guidelines covering similar situations. Situations not covered are referred to the Supervisor. Keeps abreast of changes in rules, instructions, regulations and other guides.

COMPLEXITY:

The work consists of receiving transportation requirements from various departments and tenants by written request or phone conversation and issuing or dispatching the required vehicles/equipment and performance of a variety of related tasks that precede or follow the actual dispatching of vehicles. Actions to be taken are decided by the employee depending on the need, locations and availability of vehicles and equipment. Performs a variety of timekeeping and labor tasks meeting timely deadlines.

SCOPE AND EFFECT:

The purpose of the work is to meet the vehicle and equipment needs of the various departments and tenant commands. The results of the work facilitate the work of the requirements of the vehicles/equipment. Ensures that time and labor records portions of the work within the Division are accomplished in accordance with the established procedures.

PERSONAL CONTACTS:

Personal contacts are with others in the department as well as the activity in the course of the performance of the assigned duties. Occasional contacts are with other personnel outside the confines of NAS Lemoore requesting vehicles/equipment.

PURPOSE OF CONTACTS:

The purpose of the contacts is to expedite the work in the most professional and efficient manner attainable.

PHYSICAL DEMANDS:

The work requires sitting, walking, standing, and carrying light items such as paper, books and supplies. On occasion required to lift objects up to 50 lbs. in weight. Approximately 75% of the work is sedentary. Is required to use computer keyboard and calculator.

WORK ENVIRONMENT:

The work is performed in an office setting, but requires work outside of the building and is subjected to all weather extremes.

this case, the incumbent must work within established guidelines referring situations not covered by those guidelines to the supervisor.

This position meets the GS-04 grade level description because work consists of performing a full range of standard clerical and dispatching assignments involving various related steps, processes or methods. The employee carries out recurring assignments independently and resolves recurring problems but the supervisor provides instructions for new or non-recurring work, priorities or revised procedures.

Conclusion: The position classifies as Motor Vehicle Dispatcher, GS-2151-4.